

ER 5-0334
Security
File

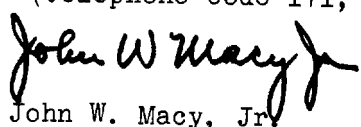
UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON 25, D. C.

December 28, 1953

DEPARTMENTAL CIRCULAR NO. 737

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

SUBJECT: Statistical Report on the Operations of the Employee Security Program

1. In order to effectively carry out the Commission's responsibilities under Section 14 of Executive Order 10450 and to provide periodic reports to the National Security Council, it is necessary that we have available current statistical information on the operation of the program and the determinations effected under it. Standard Form 77 has been developed to provide the necessary statistical information.
 2. The statistical report will be submitted by each department and agency on a quarterly basis. The first report is due January 15, 1954 and will cover all actions during the quarter October 1, 1953 through December 31, 1953. Thereafter the reports will be due quarterly as indicated on the reverse of the form.
 3. This report to the Civil Service Commission is to be submitted only by the headquarters office of each agency. It will be the responsibility of the headquarters office to obtain any necessary statistics from subordinate offices to prepare a consolidated report covering the entire agency.
 4. A small supply of the Standard Forms 77 is being furnished to each Agency Security Officer to be used in making the first report. After February 1, 1954, additional supplies can be secured as needed by request from the agency headquarters to Office Services Division, U. S. Civil Service Commission, Washington 25, D. C.
 5. Appropriate changes to reflect this new reporting requirement will be included in a forthcoming revision of the Federal Personnel Manual.
 6. Questions regarding the statistical report under Executive Order 10450 may be addressed to the Security Appraisal Office, U. S. Civil Service Commission, Washington 25, D. C. (telephone code 171, extension 2419).
- 
John W. Macy, Jr.
Executive Director
- Distribution: 10 copies to Headquarters of agencies only.
3 copies to Commission's regional and branch regional office; 1 copy to each Bureau Director, division chief and staff official.